

Ap, - IX 4

Previous References

1933 34
(ml)

File No 113 33

Serial Nos 6

Later References

GENERAL AND REVENUE SECRETARIAT.

Serial Nos none

Part B for January 1934

SUBJECT

Rules re conduct of business etc,
at meetings of Municipal Councils
in minor Municipalities in the State

(one) No L 4266 of 21 12 33

The Complete Mysore Gazette

Issues Notification relating to

21 2 34

Serial
No

Rules under sec 106(2)(c) of the
Mysore Municipal Regulation, 1933

1 under the above section
rules have to be framed for regulating
the conduct of business of municipal
councils. These rules are in
addition to the provisions contained
in sec 18 of the said Regulation

The draft rules are framed
on the model of those in force in
Bangalore, Mysore and Arlase
Panchayats. The rules also include
the conduct of business by Committees
of municipal Councils also of the
~~type~~ considered unnecessary, they will
be omitted and brought under the
rules to be framed for the 'Constitution' of
Committees etc - under sec 19 of the Regulation

The draft rules may perhaps be
referred to the Law Section for opinion

for AM
1 XI 33

4. A Mr. Madhane might be asked
whether committees may be formed separately

5 only seven rules related to 7/11

Rules relating to conduct of business in municipal rule 65

2488/833

File No

of 193

General and Revenue
Secretariat

committees they have now been
detached and the rules re-numbered
Sub 2 for approval the draft rules
now contain 28 rules as against
35 previously put up
Refce para 4 supra

ANA.

8/11/33 ANV

For favor of remarks on
the draft rules.

Asst Secy, Law Secy
(with Camps)

8/11

164
Law

25
Please note
8/11
8/11

This is unnecessary

25/11/33
In minor amendments
the 45th rule is
put up at the m.
not necessary

The draft rules proposed are not exhaustive
Provisions are not made to hold special general
meetings. The period of ordinary general meetings
is not fixed. Conduct of business in the absence of
president and Vice president is not made clear.
Draft sec 18 of the Municipal Act provides for
the above requisites. Still it would be better if they
are consolidated and brought out in the present set
of rules. In rule 2 the notice may be
caused to be published at the municipal office
or any other municipal public building. The
time required for notifying the general meeting
may be increased to 10 and 5 days respectively.

15/11/33

2488

General and Revenue
Secretariat

File No

of 193

[App F, III-2

Serial
No

✓ Rule 7 regarding adjournment for want of quorum requires to be modified, so as to provide for the absence of quorum both at the commencement of the meeting as well as after such commencement. Rule 2 of the B city M^c Rules on this point may well serve as a model.

Rule 8 perhaps refers to the minute book. If so this is provided for in cl (8) of sec 18 of the Regulation itself. The rule may therefore be altered as follows —

✓ "The minutes of proceedings kept under Section 18 subsec 8 of the Regulation, shall at all reasonable times be open to the inspection by any inhabitant of the municipality" —

✓ Rule 9 is unnecessary —

✓ Rule 10 does not seem to be all right. The authority that can settle such matters must be the presiding authority of the meeting at which the minutes were recorded. It is only that authority that can sign the minutes. The rule as revised in pencil seems to enable the presiding authority of the next meeting to sign & decide questions regarding the minutes of the previous one. Orr's Model rules 4 perhaps be compared on this point.

The rest of the rules are all right.

" Asst Secy Secy }
WD 0484—GPB—15 000—12 10-93
with Compt }

23/11/31

Please return the acct

Rules re Conduct of business at meetings
 of minor M.C.s - 2096
 2096

File No

of 1933-34

General and Revenue
 Secretariat

The rules are revised in the light
 of the opinions of the Law Section
 and subd for consideration

from 28/11/33 (Typed copy of draft note is put
 up)

27

The Draft rules are held for for order

Secy (Secy)

Am
 28/12

may be approved

II November

17/12
 Am
 16/12

for
 17/12

To

The compiler, Mysore Gazette
 No L 4266 dated the 21st Dec 1933
 notifies the issue of rules relating
 to the conduct of business & proceedings
 at meetings of minor municipal
 councils in the State.

Serial
 No

Typing Section
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 for
 to the
 Am

TYPING
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GENERAL
 No 343
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 No 2690
 22/12/33
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 from
 22/12/34

Pro - 4266
- 142-113-33-b
9 21-12-33

142

NOTIFICATION

In exercise of the powers vested under Section 106(2)(c) of the Mysore Minor Municipalities Regulation, 1933, and other powers in this behalf, the following rules are made by the Government for regulating the conduct of business and proceedings at meetings of Municipal Councils in minor municipalities in the State —

Conduct of business

(1) Municipal Meetings

Every meeting of a municipal council shall, except for reasons to be specified in the notice convening the meeting be held in the building used as a municipal office by such municipal council

2 Seven clear days' notice of an ordinary general meeting, and 3 clear days notice or in cases of great urgency, notice of such shorter period as is reasonable of a special general meeting, specifying the time and place at which such meeting is to be held and the business to be transacted thereat, shall be given to the councillors, and posted up at the municipal office. The said notice shall include any motion or proposition of which a councillor shall have given written notice, not less than 10 days previous to the meeting, of his intention to bring forward thereat, and, in the case of a special general meeting, any motion or proposition mentioned in any written request made for such meeting

Provided that the motion or proposition of which a councillor or councillors shall have given notice shall relate to matters connected with the municipal administration and shall not be inconsistent with the provisions of the Regulation

3 Every meeting shall be open to the public unless the presiding authority deems any inquiry or deliberation pending before the municipal council to be ~~an~~ such as should be held in private

Provided that the said authority may at any time, cause any person to be removed who interrupts the proceedings

4 Except with the permission of the presiding authority, which permission shall not be given in the case of motion or proposition to modify or cancel any resolution within three months after the passing thereof, no business shall be transacted and no proposition shall be discussed at any general meeting unless it has been mentioned in the notice convening such meeting, or, in the case of a special general meeting, in the written request for such meeting. The order in which any business or proposition shall be brought forward at such meeting, shall be determined by the presiding authority, who in case it is proposed by any member to give priority to any particular item of such business, or to any particular proposition, shall put the proposal to the meeting and be guided by the majority of votes given for or against the proposal

*This →
Rule 12
& may be
omitted
here
17th*

5 Any general meeting may, with the consent of a majority of the councillors

present, be adjourned from time to time to a later hour on the same day or to any other day, but no business shall be transacted at any adjourned meeting other than that left undisposed of at the meeting from which the adjournment took place

A notice of such adjournment posted in the municipal office shall be deemed sufficient notice of the adjourned meeting

6 No resolution of a municipal council shall be modified or cancelled within three months after the passing thereof, except by a resolution passed by not less than one-half of the whole number of councillors at a general meeting, whereof notice shall have been given, fulfilling the requirements of rule 4 and setting forth fully the resolution which it is proposed to modify or cancel at such meeting and the motion or proposition for the modification or cancellation of such resolution.

7 If at the hour fixed for the meeting a quorum be not present, the presiding authority shall allow 30 minutes to elapse before he adjourns the meeting and if 30 minutes from the hour fixed for the meeting elapse without the assembling of a quorum, the meeting shall stand adjourned to that day ^{next} week at the same time and place. If, after the commencement of business the presiding authority notices that a quorum is not present or any Councillor calls the attention of the presiding authority to the fact that a quorum is not present, the presiding authority shall immediately suspend business, and shall

-4-

count the number of councillors present, and if that number be insufficient to form a quorum, the presiding authority shall adjourn the meeting

8 The business at the meetings of a municipal council shall ordinarily be conducted in Jannada and the minutes of the proceedings kept under Sub Section (8) of Section 18 of the Regulation shall, at all reasonable times, be open to inspection by any inhabitant of the municipality

Procedure at meetings

9 After the presiding authority has taken his seat, the minutes of the last previous meeting shall be read and after confirmation shall be signed by the presiding authority, provided that, when they have already been circulated to the Councillors present in Municipal limits and no objection has been taken to them, they may be taken as read. If any councillor present objects to the minutes as having been incorrectly or incompletely recorded, the presiding authority shall after taking the sense of the meeting, make such amendments in the minutes as he thinks proper, and the amended minutes shall then be confirmed and signed by the presiding authority

10 Order to be observed - A councillor wishing to speak shall rise in his place. The councillor who first rises to speak has the right to be heard. In cases of doubt, the presiding authority shall decide who is entitled to speak. No interruption to the speech of a councillor shall be permitted, except that the presiding

authority may call the councillor to order and any other councillor may rise and request the presiding authority to call the speaker to order or to notice that a quorum is not present

11 All questions from one councillor to another relating to the business of the meeting shall be put through the presiding authority

12 The order in which any business that may be transacted or any proposition that may be discussed at any meeting shall be brought forward at such meeting, shall be determined by the presiding authority, who, in case it is proposed by any councillor to give priority to any particular item of such business, or to any particular proposition, shall put the proposal to the meeting and be guided by the majority of votes given for or against the proposal

13. The presiding authority shall have the power to divide into two or more distinct propositions any proposition or amendment which, in his opinion, is so complicated as to be likely to lead to confusion or inconvenience by being debated on as one proposition

14 Each councillor rising to speak shall direct his speech to the question before the meeting or an amendment which he is himself about to propose or to a point of order always addressing the presiding authority from his place
A councillor having spoken to a proposition or amendment is not at liberty to speak again to such proposition or amendment

Provided that the mover of a proposition

or ~~amend~~ amendment shall have a right of reply, after the presiding authority has ascertained that no other councillor entitled ~~to~~ speak desires to speak

Provided also that any councillor may second a proposition or amendment by saying "I second the proposition" or "amendment" and may reserve his right to speak later

Provided also that a councillor who wishes to explain any misconception of expressions used by him may do so with the permission of the presiding authority

15 Pou+ine resolutions, such as recording periodical statements or confirming the proceedings of a Committee, may be put to the meeting by the presiding authority without their having been moved or seconded Propositions regarding the choice of a Presiding Councillor, adjournments and the like must be seconded, but need not be in writing

(2) Except as provided above, in Sub Rule (1) of this rule, every proposition and every amendment must be seconded

(3) When a resolution of a Committee is submitted to the Municipal Council at a general meeting for adoption, its adoption should ordinarily be moved and seconded by a councillor who is a member of the Committee

16 After the proposition has been moved and seconded, any councillor may propose an amendment thereto

17 The proposer of any amendment shall state it or hand it in writing

~~6~~ 7

to the presiding authority at any time before he assumes his seat. When the mover of a proposition or amendment has resumed his seat, the presiding authority shall read the proposition or amendment to the meeting and ask if any councillor seconds it, and until the proposition or amendment is seconded, the presiding authority shall not permit any discussion on the question. If no councillor seconds the proposition or amendment, the presiding authority shall declare that the proposition or amendment is lost.

18 If a councillor has given due notice to move a proposition and if that councillor be not present at the meeting or shall have ceased to be a councillor before the meeting or be unwilling to move the proposition of which he has given notice, any councillor present at the meeting may, with the consent of the presiding authority, move the proposition of which notice has been given.

19 An amendment shall usually be in the form of a proposal to omit words from the original proposition, to insert words therein, or to add words thereto. Every amendment must be relevant to the proposition it is proposed to amend and must be framed so as to form therewith an intelligible and consistent sentence. An amendment which is the direct negative of the proposition shall not be allowed.

20 After a proposition has been proposed and seconded the proposed amendments which the presiding authority has received shall be arranged in the order

in which, if agreed to, each would stand in the amended proposition, and if any more proposed amendments are stated or handed to the presiding authority, they shall be inserted in that order and the presiding authority shall call upon the proposers in of amendments in that order to move their amendments

21 Each amendment must be decided ~~by~~ before the next amendment is entered upon, but after any amendment has been proposed and seconded, any councillor may move that the amendment be amended by the omission, insertion or addition of certain words, and the presiding authority shall thereupon ask if any other councillor seconds the proposal and if seconded, the proposal to amend the amendment shall then become the question before the meeting

22 No amendment may be made to words, which, it has already been resolved, shall stand ~~xxx~~ part of, or be added to, the original proposition or amendment except by addition of other words

23. No amendment may be proposed which is the same ~~in~~ in substance as a proposition or amendment which has been negatived ~~the~~ during that meeting

24 When a question is put to the vote, the presiding authority shall call for a show of hands and the presiding authority or a councillor at his request, shall count the hands shown for and against and declare the result If any councillor challenge the correctness of the number thus declared, the hands shall be counted a second time

25 When there is an equality of votes and the presiding authority refrains from giving his casting vote, the proposition shall be held to be neither passed nor rejected and may be brought forward at any subsequent meeting

26 When a budget or reappropriation statement is laid before a general meeting of a municipal council, the following procedure shall be adopted -

(1) The presiding authority shall read each ~~time~~ ^{item} of the abstracts of receipts and expenditure and shall without any mover or seconder, put to the meeting the question "that this item stand part of the budget or reappropriation statement".

(2) If any councillor proposes to reduce or increase or strike off the item and the proposal ~~is~~ seconded, such proposal shall be treated as an amendment and shall become the question before the meeting

27 A proposal to adjourn a meeting or to postpone the consideration of a question shall take precedence of any other proposition before the meeting

By Order,

To ^{32/3/2} General Secretary to Govt
^{for}
The Compiler, Mysore Gazette, for publication in Part IV of the Gazette and supply of 200 copies to this office and 25 copies to each of the Deputy Commissioners of Districts
copy to the Distribution Branch
Aga/2 ^{memo}
copy to the Des of Dist for information

In the presence of

NOTIFICATION

No L 4266—Ml 113 33 6 dated Bangalore 19th—21st
December 1933

In exercise of the powers vested under Section 106 (c) of the Mysore Minor Municipalities Regulation 1933 and other powers in this behalf the following rules are made by the Government for regulating the conduct of business and proceedings at meetings of Municipal Councils in minor municipalities in the State —

Conduct of business.

1 Every meeting of a Municipal Council shall except for reasons to be specified in the notice convening the meeting be held in the building used as a Municipal Office by such Municipal Council.

2 Seven clear days notice of an ordinary general meeting and three clear days notice or in cases of great urgency notice of such shorter period as is reasonable of a special general meeting specifying the time and place at which such meeting is to be held and the business to be transacted thereat shall be given to the Councillors and posted up at the Municipal Office. The said notice shall include any motion or proposition of which a Councillor shall have given written notice not less than ten days previous to the meeting of his intention to bring forward thereat and in the case of a special general meeting any motion or proposition mentioned in any written request made for such meeting.

Provided that motion or proposition of which a councillor or councillors shall have given notice shall relate to matters connected with the Municipal administration and shall not be inconsistent with the provisions of the Regulation.

3 Every meeting shall be open to the public unless the presiding authority deems any inquiry or deliberation pending before the Municipal Council to be such as should be held in private.

Provided that the said authority may at any time cause any person to be removed who interrupts the proceeding

4 Except with the permission of the presiding authority which permission shall not be given in the case of a motion or proposition to modify or cancel any resolution within three months after the passing thereof no business shall be transacted and no proposition shall be discussed at any general meeting unless it has been mentioned in the notice convening such meeting or in the case of a special general meeting in the written request for such meeting.

5 Any general meeting may, with the consent of a majority of the councillors, present be adjourned from time to time to a later hour on the same day or to any other day but no business shall be transacted at any adjourned meeting other than that left undisposed of at the meeting from which the adjournment took place

A notice of such adjournment posted in the Municipal Office shall be deemed sufficient notice of the adjourned meeting

6 No resolution of a Municipal Council shall be modified or cancelled within three months after the passing thereof except by a resolution passed by not less than one half of the whole number of Councillors at a general meeting whereof notice shall have been given fulfilling the requirements of rule 4 and setting forth fully the resolution which it is proposed to modify or cancel at such meeting and the motion or proposition for the modification or cancellation of such resolution,

7 If at the hour fixed for the meeting a quorum be not present the presiding authority shall allow 30 minutes to elapse before he adjourns the meeting and if 30 minutes from the hour fixed for the meeting elapse without the assembling of a quorum the meeting shall stand adjourned to that day next week at the same time and place. If, after the commencement of business the presiding authority notices that a quorum is not present or any councillor calls the attention of the presiding authority to the fact that a quorum is not present the presiding authority shall immediately suspend business and shall count the number of councillors present and if that number be insufficient to form a quorum the presiding authority shall adjourn the meeting

The meetings of a Municipal Council shall be conducted in Kannada and the minutes and proceedings kept under Sub-Section (8) of Section 10 of the Regulation shall at all reasonable times be open to inspection by any inhabitant of the Municipality

Procedure at meetings

9 After the presiding authority has taken his seat the minutes of the last previous meeting shall be read and confirmation shall be signed by the presiding authority, provided that when they have already been circulated to the Councillors present in municipal limits and no objection has been taken to them they may be taken as read. If any councillor present objects to the minutes as having been incorrectly or incompletely recorded the presiding authority shall after taking the sense of the meeting make such amendments in the minutes as he thinks proper and the amended minutes shall then be confirmed and signed by the presiding authority.

10 A councillor wishing to speak shall rise in his place. The councillor who first rises to speak has the right to be heard. In cases of doubt the presiding authority shall decide who is entitled to speak. No interruption to the speech of a councillor shall be permitted except that the presiding authority may call the councillor to order and any other councillor may rise and request the presiding authority to call the speaker to order or to notice that a quorum is not present.

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12 The order in which any business that may be transacted or any proposition that may be discussed at any meeting shall be brought forward at such meeting shall be determined by the presiding authority who in case it is proposed by any councillor to give priority to any particular item of such business or to any particular proposition shall put the proposal to the meeting and be guided by the majority of votes given for or against the proposal.

13 The presiding authority shall have the power to divide into two or more distinct propositions any proposition or amendment which in his opinion is so complicated

as to be likely to lead to confusion or inconvenience by being debated on as one proposition

14 Each councillor rising to speak shall direct his speech to the question before the meeting or an amendment which he is himself about to propose or to a point of order always addressing the presiding authority from his place. A councillor having spoken to a proposition or amendment is not at liberty to speak again to such proposition or amendment

Provided that the mover of a proposition or amendment shall have a right of reply after the presiding authority has ascertained that no other councillor entitled to speak desires to speak

Provided also that any councillor may second a proposition or amendment saying "I second the proposition or amendment" and may reserve his right to speak later

Provided also that a councillor who wishes to explain any misconception of expressions used by him may do so with the permission of the presiding authority

15 (1) Routine resolutions such as recording periodical statements or confirming the proceedings of a Committee may be put to the meeting by the presiding authority without their having been moved or seconded. Propositions regarding the choice of a presiding councillor, adjournments and the like must be seconded but need not be in writing

(2) Except as provided above in sub rule (1) of this rule every proposition and every amendment must be seconded

(3) When a resolution of a Committee is submitted to the Municipal Council at a general meeting for adoption should ordinarily be moved and seconded by a councillor who is a member of the Committee

16 After the proposition has been moved and seconded any councillor may propose an amendment thereto

17 The proposer of any amendment shall state it or hand it in writing to the presiding authority at any time before he assumes his seat. When the mover of a proposition or amendment has resumed his seat the presiding authority shall read the proposition or amendment to the meeting and ask if any councillor seconds it and until the proposition or amendment is seconded the presiding authority shall not permit any discussion on the question. If no councillor seconds the proposition or amendment the

presiding authority shall declare that the proposition or amendment is lost

18. If a councillor has given due notice to move a proposition and if that councillor be not present at the meeting or shall have ceased to be a councillor before the meeting or be unwilling to move the proposition of which he has given notice any councillor present at the meeting may with the consent of the presiding authority move the proposition of which notice has been given

19. An amendment shall usually be in the form of a proposal to omit words from the original proposition to insert words therein or to add words thereto. Every amendment must be relevant to the proposition it is proposed to amend and must be framed so as to form there with an intelligible and consistent sentence. An amendment which is the direct negative of the proposition shall not be allowed

20. After a proposition has been proposed and seconded the proposed amendments which the presiding authority has received shall be arranged in the order in which if agreed to each would stand in the amended proposition and if any more proposed amendments are stated or handed to the presiding authority they shall be inserted in that order and the presiding authority shall call upon the proposers of amendments in that order to move their amendments

21. Each amendment must be decided before the next amendment is entered upon but after any amendment has been proposed and seconded any councillor may move that the amendment be amended by the omission insertion or addition of certain words and the presiding authority shall thereupon ask if any other councillor seconds the proposal and if seconded the proposal to amend the amendment shall then become the question before the meeting

22. No amendment may be made to words which it has already been resolved shall stand part of or be added to the original proposition or amendment except by addition of other words

23. No amendment may be proposed which is the same in substance as a proposition or amendment which has been negatived during that meeting

24. When a question is put to the vote the presiding authority shall call for a show of hands and the presiding authority or a councillor at his request shall count

the hands shown for and against and declare the result. If any councillor challenges the correctness of the number thus declared the hands shall be counted a second time.

25. When there is an equality of votes and the presiding authority refrains from giving his casting vote the proposition shall be held to be neither passed nor rejected and may be brought forward at any subsequent meeting.

26. When a budget or reappropriation statement is laid before a general meeting of a municipal council the following procedure shall be adopted —

(1) The presiding authority shall read each item of the abstracts or receipts and expenditure and shall without any inover or seconder put to the meeting the question that this item stands part of the budget or reappropriation statement.

(2) If any councillor proposes to reduce or increase or strike off the item and the proposal be seconded such proposal shall be treated as an amendment and shall become the question before the meeting.

27. A proposal to adjourn a meeting or to postpone the consideration of a question shall take precedence of any other proposition before the meeting.

By Order
H V RAMA VAMI
Secretary to Government
General Department

notification
In exercise of the powers
under sec 106(2)(c) of the Mysore
Municipal Regulations, 1933 and
other powers in this behalf, the
following rules are made by the Govt
for regulating the conduct of
business and proceedings at meetings
of the ~~Govt~~ - in ~~Mysore~~ ^{Mysore} ~~Municipalities~~ in
the State.
Conduct of business

(1) Municipal meetings

1 Every meeting of a municipal council shall, except for reasons to be specified in the notice convening the meeting, be held in the building used as a municipal office by such municipal council

2 Seven clear days' notice of an ordinary general meeting, and 3 clear days' notice or in cases of great urgency, notice of such shorter period as is reasonable of a special general meeting, specifying the time and place at which such meeting is to be held and the business to be transacted thereat, shall be given to the councillors, and posted up at the municipal office. The said notice shall include any motion or proposition ^{of} which a councillor shall have given written notice, not less than 10 days previous to the meeting, of his intention to bring forward thereat, and, in the case of a special general meeting, any motion or proposition mentioned in any written re-

request made for such meeting

Provided that the motion or proposition of which a councillor or councillors shall have given notice shall relate to matters connected with the municipal administration and shall not be inconsistent with the provisions of the ~~the~~ Regulation

3 Every meeting shall be open to the public unless the presiding authority deems any inquiry or deliberation pending before the municipal council ~~to~~ such as should be held in private

Provided that the said authority may at any time cause any person to be removed who interrupts the proceedings

4 Except with the permission of the presiding authority, which permission shall not be given in the case of motion or proposition to modify or cancel any resolution within three months after the passing thereof, no business shall be transacted and no proposition shall be discussed at any general meeting unless it has been mentioned in the notice convening such meeting, or, in the case of a special general meeting in the written request for such meeting. The order in which any business or proposition shall be brought forward at such meeting, shall be determined by the presiding authority

authority, who in case it is proposed by any member to give priority to any particular item of such business, or to any particular proposition, shall put the proposal to the meeting and be guided by the majority of votes given for or against the proposal

5 Any general meeting may, with the consent of a majority of the councillors present, be adjourned from time to time to a later hour on the same day or to any other day, but no business shall be transacted at any adjourned meeting other than that left undisposed of at the meeting from which the adjournment took place

A notice of such adjournment posted in the municipal office shall be deemed sufficient notice of the ~~second~~ ~~adjourned~~ adjourned meeting

6 No resolution of a municipal council shall be modified or cancelled within three months after the passing thereof, except by a resolution passed by not less than one-half of the whole number of councillors at a general meeting, whereof notice shall have been given, fulfilling the requirements of rule 4 and setting forth fully the resolution which it is proposed to modify or cancel at such meeting, and the motion or proposition for the modi-

Tom McDevitt -
C. (13)

modification or cancellation of such resolution

[7 If within half an hour, after the time appointed for a meeting, a quorum is not present, the meeting shall be adjourned unless the majority of the ^{Councillors} present agree to wait longer

8 The business at the meetings of ^a municipal council shall ordinarily be conducted in Kannada and the book containing the minutes of the proceedings at each meeting shall be open to the inspection of every voter in the ~~area~~ or of any person who pays any ~~tax~~ ^{tax assessed to the} ~~municipal council~~ ^{Parishad}

9 The president shall have the custody of the proceedings and records of the municipal council and its committees and may grant copies of any such proceedings and records on payment of such fees as are prescribed for granting copies of revenue records in the office of the Amildar. Copies shall be certified by the president ~~as provided in Section 76 of the Indian Evidence Act, 1892~~ as provided in Section 76 of the Indian Evidence Act, 1892

Committees

10 It shall ^{be} lawful for ^a municipal council from time to time, by a resolution passed by not less than one-half

Copy here of minutes of Municipality (page 5)

and the minutes of the proceedings kept under subsection (8) of section 107 this Regulation shall be open to inspection by all reasonable persons or any inhabitant of the Municipality

altered as per opinion of the Asst Secy, Law Section

altered as per opinion of the Asst Secy, Law Section
for
28/11/33

5
[] shall, without unreasonable delay be complied with by the committee called upon

15 Every order passed by a committee appointed under Section shall be subject to revision by and open to appeal to the municipal council in accordance with rules that may be framed by the municipal council in this behalf

Procedure at meetings

10 ~~10~~ Amendments of minutes - If ^{at a general meeting} any councillor presents objects to the minutes as having been incorrectly or incompletely recorded, the presiding authority shall, after taking the sense of the meeting, make such amendments as he thinks proper, and the amended minutes shall then be confirmed and signed by the presiding authority

11 ~~11~~ Order to be observed - A ^{member} councillor wishing to speak shall rise in his place The ^{member} councillor who first rises to speak has the right to be heard In cases of doubt the

of the proceedings
of the meetings
unrepeated preceding
the same

- 27 Rule 4 & 5 (now words)
page 9 -

the presiding authority shall decide who is entitled to speak. No interruption to the speech of a ^{member} ~~Councillor~~ shall be permitted, except that the presiding authority may call the Councillor to order and any other Councillor may rise and request the presiding authority to call the speaker to order or to notice that a quorum is not present.

12 All questions from one ^{member} ~~Councillor~~ to another relating to the business of the meeting shall be put through the presiding authority.

13 ~~20. Priority may be given to any item of business~~ - The order in which any business that may be transacted or any proposition that may be discussed at any meeting shall be brought forward at such meeting, shall be determined by the presiding authority, who in case it is proposed by any member to give priority to any particular item of such business, or to any particular proposition, shall put the proposal to the meeting and be guided by the majority of votes given for or against the proposal.

14 ~~21. The presiding authority shall have the power to divide into two or more distinct propositions any proposition or~~

or amendment which in his opinion is so complicated as to be likely to lead to confusion or inconvenience by being debated or as one proposition

15 ~~It is to be relevant to subjects~~
~~subpoena before meeting~~ Each ~~Councilor~~ ^{Member}
~~either~~ rising to speak shall direct his speech to the question before the meeting or an amendment which he is himself about to propose or to a point of order always addressing the presiding authority from his place. A ~~Councilor~~ ^{Member} having spoken to a proposition or amendment is not at liberty to speak again to such proposition or amendment

Provided that the mover of a proposition or amendment shall have a right of reply, after the presiding authority has ascertained ~~that~~ ^{the mover} has no other ~~business~~ ^{business} to speak, des res to speak ~~Councilor~~ ^{Member}

Provided also that any ~~Councilor~~ ^{Member} may second a proposition or amendment by saying " I second the proposition " or " amendment " and may reserve his right to speak later

Provided also, that a ~~Councilor~~ ^{Member} who wishes to explain any misconception of expressions used by him may do so with the permission of the presiding authority

16 ⁽¹⁾ ~~the routine resolutions be put to meeting without being moved or seconded~~!

Routine resolutions, such as recording periodical statements or confirming the proceedings of a Committee, may be put to the meeting by the presiding authority without their having been moved or seconded. Propositions regarding the choice of a Presiding Councillor, adjournments and the like must be seconded, but need not be in writing.

~~Every other proposition and amendment to be in writing and to be~~

(2) ~~seconded~~ - Except as provided above, ^{in sub rule (1) of this rule} every proposition and every amendment must be seconded.

~~Resolution of Committee to be~~

(3) ~~moved and seconded by members~~ - When a resolution of ^a Committee is submitted to the ^{municipal council at} general meeting for adoption, its adoption should ordinarily be moved and seconded, by ^{a councillor who is a} members of the Committee.

17 ~~If~~ ^{it} ~~proposed~~ ^{amendment} - After the proposition has been moved and seconded, any ^{member} ~~councillor~~ may propose an amendment thereto.

18 ~~16. Presiding authority to read the proposition to the meeting~~ - The proposer of any amendment shall state it or hand it in writing to the presiding

presiding authority at any time before he resumes his seat. When the mover of a proposition or amendment has resumed his seat, the presiding authority shall read the proposition or amendment to the meeting and ask if any ^{councillor} ~~councillor~~ seconds it, and until the proposition or amendment is seconded, the presiding authority shall not permit any discussion on the question. If no councillor seconds the proposition or amendment, the presiding authority shall declare that the proposition or amendment is lost.

19 ~~21~~ Any councillor may move a proposition of which notice has been given if he is present or unwilling.
If a ~~councillor~~ ^{member} has given due notice to move a proposition, and if that ~~councillor~~ ^{member} be not present at the meeting or shall have ceased to be a ~~councillor~~ ^{member} before the meeting or be unwilling to move the proposition of which he has given notice, any ~~councillor~~ ^{member} present at the meeting may, with the consent of the presiding authority, move the proposition of which notice has been given.

20 ~~22~~ Amendments to omit words, etc. from original propositions to be clear and relevant and not mere negatives of previous propositions. An amendment shall usually be in the form of a

a proposal to omit words from the original proposition, to insert words therein, or to add words thereto. Every amendment must be relevant to the proposition it is proposed to amend and must be framed so as to form there with an intelligible and consistent sentence. An amendment which is the direct negative of the proposition shall not be allowed.

21 ~~28~~ Order to observe when there are more amendments than one - After a proposition has been proposed and seconded the proposed amendments which the ~~President~~ the presiding authority has received shall be arranged in the order in which, if agreed to, each would stand in the amended proposition, and if any more proposed amendments are stated or handed to the presiding authority, they shall be inserted in that order and the presiding authority shall call upon the proposers of amendments in that order to move their amendments.

22 ~~29~~ Each amendment to be decided before next is entered upon - Each amendment ~~is entered upon~~ must be decided before the next amendment is entered upon, but after any amendment has been proposed and seconded, any ~~councillor~~ ^{member} may move that the amendment ~~be cancelled~~.

amendment be amended by the omission, insertion or addition of certain words, and ~~and~~ the presiding authority shall thereupon ask if any other ^{member} councillor ~~councillor~~ seconds the proposal and if seconded, the proposal to amend the amendment shall then become the question before the meeting

23. In Amendment to words already resolved be made - No amendment may be made to words which, it has already been resolved, shall stand part of, or be added to, the original proposition or amendment except by addition of other words

24. Amendment once negatived not to be proposed - No amendment may be proposed which is the same, in substance as a proposition or amendment which has been negatived during that meeting

25. Voting - When a question is put to the vote, the presiding authority shall call for a show of hands, and the presiding authority or a ^{councillor} ~~councillor~~ at his request, shall count the hands shown for and against and declare the result, If any ^{councillor} ~~councillor~~ challenge the correctness of the numbers thus declared, the hands shall be counted a second time

26. Result of equality of votes -

36 ~~motion to table~~

When there is an equality of votes and the presiding authority, refrains from giving his casting vote, the proposition shall be held to be neither passed nor rejected and may be brought forward at any subsequent meeting.

27 ~~motion to reconsider~~

When a budget or reappropriation statement is laid before a general meeting, the procedure shall be ^{of a municipal council} as follows:

(1) The presiding authority shall read each item of the abstracts of receipts and expenditure and shall without any mover or seconder, put to the meeting the question "that this item stand part of the budget or reappropriation statement".

(2) If any ^{Councillor} ~~member~~ proposes to reduce or increase or strike off the item and the proposal be seconded, such proposal shall be treated as an amendment and shall become the question before the meeting.

28 ~~motion to adjourn or postpone~~

A proposal to adjourn a meeting or to postpone the consideration of a question shall take precedence of any other proposition before the meeting.

By order